

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL CONTROL
DIVISION OF WATER RESOURCES
WATER SUPPLY SECTION

PUBLIC RECORD REQUEST

I request to review the following documents pursuant to the Freedom of Information Act ("FOIA"), Title 29, Delaware Code, Chapter 100. I request access to or a copy of the following Division of Water Resources, Water Supply Branch public records. Please contact Sarah Jones at 302-739-9944 or Sarah.A.Jones@state.de.us for information on additional charges for generating reports from electronic data. (The Department's FOIA Regulation sets forth both administrative and photocopying fees associated with the fulfillment of a FOIA request. Certain requestors may be eligible for the complete waiver of administrative fees and a waiver of the first \$25.00 of photocopying fees.)

1. Please provide an explanation of the records requested. Be as specific as possible. Please type or print legibly and include a tax parcel number.

2. Geographic Searches: If the request involves a geographic search, please provide a completed TEPP checklist and a comprehensive map showing the area to be searched with at least three roads properly labeled. Where possible, please include tax map parcel numbers.

3. Name: _____ Company Name: _____
Mailing Address: _____
Phone: _____ E-mail: _____

Please send the database report to me via E-mail: Yes ☐ No ☐

I agree to provide payment for all charges incurred.

Signature: _____ Date: _____

PLEASE MAKE CHECKS PAYABLE TO "DIVISION OF WATER"
- DNREC USE ONLY - DO NOT WRITE BELOW THIS LINE -

Request Approved: _____	Request Denied: _____	Reason for Denial: _____
Photo Copies @ \$.10 = _____ + Additional cost of _____ = _____ Total		
DNREC Custodian Signature: _____ Date: _____		

Send Payment To:
Division of Water
Well Permits Branch
89 Kings Highway
Dover, DE 19901

For Information Contact:
Sarah Jones
302-739-9944
Sarah.A.Jones@state.de.us